



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 16, 2010

Ian Wright, Training Coordinator
Southern California Glaziers Local Union
636 Apprenticeship Trust
11366 Markon Avenue
Garden Grove, CA 92841

Dear Mr. Wright:

RE: **FINAL MONITORING VISIT REPORT** for Southern California Glaziers Local Union
636 Apprenticeship Trust – **ET08-0216**

Date of the Visit:	01/14/10
Beginning/Ending Time:	11:00 a.m. – 12:00 p.m.
Date of Last Visit:	06/11/08
Visit Location:	Garden Grove
Persons in attendance:	Ian Wright, Training Coordinator, Local 636 Tiffany Barron, Local 636 Gilberto Pelaez, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	10/09/07 – 10/08/09	Agreement Amount:	\$220,024
Training Start Date:	01/28/08	No. to Retain:	220
Date Training must be Completed:	07/10/09	Range of Hours:	24 - 80
Type of Trainee:	Retrainee/New Hire	Weighted Ave. Hours:	35 - 70

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www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on 10/24/07 and training began on 1/28/08. Your staff reported that all training was completed on 5/05/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 10/08/09.

ETP approved one Agreement Amendment on 5/21/08 to changed the trainee eligibility to SET New Hire with multiple barriers to employment due to the difficulty the contractor was having in finding eligible UI trainees. The Amendment also changed the funding code from 687 to 683.

• PROJECT STATUS

Your project staff provided the Analyst with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of nine (.04% percent of planned retentions) trainees for a total reimbursement of approximately \$4,158, (.02 percent of the encumbered amount). Final invoices are currently being processed by the Fiscal Unit.

To date, no reimbursements have been made to the Contractor. Reimbursement is earned when all requirements in the Agreement are met.

In reference to the overall experience So. Cal Local 636 had in implementing the ETP project, you addressed the following questions:

- The reason(s) why Local 636 were unable to complete all training for the 220 trainees specified in the Agreement?
We were unable to meet our target due to the economy collapsing and essentially stopping all construction work.
- What barriers, if any, did your company experience in implementing your ETP project?
No real barriers other than sudden lack of work for the trainees.
- What problems, if any, did your company experience with ETP record keeping?
Not aware of any problems with recordkeeping.
- What assistance could ETP have provided that would improve the process for future Contractors?
Could have benefited from a seminar explaining the application process and the various program requirements.
- How did your company benefit from the ETP training?
Although work is slow, the trainees and their employers have experienced increased efficiency and reduced worksite injuries.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training	Number of Trainees Placed (New Hires)	Number of Trainees Completed Retention
1	100	0	0	0	0	0	0
2	60	0	0	0	0	0	0
3	48	9	0	9	9	0	9
4	12	0	0	0	0	0	0
Totals :	220	9	0	9	0	0	9

ATTENDANCE ROSTERS:

The Analyst reviewed all attendance records for the nine trainees who completed training and the 90-day retention period. The records reviewed were in conformance with ETP requirements.

AUDIT:

Southern California Glaziers Local Union 636 Apprenticeship Trust will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact your Monitoring Analyst within ten working days at (818) 755-1323 or gpelaez@etp.ca.gov if you have any questions or comments.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file

Gilberto Pelaez, Contract Analyst
North Hollywood Regional Office

cc: Derrick Okubo, Consultant (by e-mail)
David Guzman, Chief, ETP Audit & Programs Operations Division
Kulbir Mayall, Manager, Cert & Fiscal Unit
Master File
Project File

Date report mailed to Contractor 2/22/10